

R05-20-A-057

## Section IV.D. Narrative Information Sheet

Based on the FY20 EPA Guidelines for Brownfields Assessment Grants, the following specific information is provided below:

### 1. Applicant Identification:

Name of Applicant: Community Development Authority of the City of West Allis (CDA)  
Address of Applicant: 7525 West Greenfield Avenue, Wisconsin 53214  
Applicant DUNS Number: 969225502

### 2. Funding Requested:

- a. Grant Type: Community-Wide Assessment Grant
- b. Federal Funds Requested
  - i. \$300,000
  - ii. The CDA is not requesting a cost share waiver.
- c. Contamination: Petroleum and Hazardous Substances (\$80,000 Petroleum and \$220,000 Hazardous Substances)

**3. Location:** The grant will be implemented in the City of West Allis, Milwaukee County, Wisconsin.

**4. Property Information for Site Specific Grants:** This FY20 EPA Assessment Grant Application is for Community-Wide assessment.

### 5. Contacts:

- a. Project Director:  
Name: Mr. Patrick Schloss, Manager, Community Development Division  
Contact: (414) 302-8468(p); (414) 302-8401(f); Email: pschloss@westalliswi.gov  
Mailing Address: Community Development Authority, 7525 W. Greenfield Avenue, West Allis, Wisconsin 53214
- b. Chief Executive:  
Name: Mr. John Stibal, Executive Director  
Contact: (414) 302-8462(p); (414) 302-8401(f); Email: jstibal@westalliswi.gov  
Mailing Address: Community Development Authority, 7525 W. Greenfield Avenue, West Allis, Wisconsin 53214

### 6. Population:

General population of West Allis: 60,546 (2013-2017 American Community Survey)

**7. Other Factors Checklist:** The items checked in the table below apply to our community. The identified page numbers indicate where this information is provided in the ranking criteria narrative of the grant application.

	Other Factors	Page #
	Community population is 10,000 or less.	

	<b>Other Factors</b>	<b>Page #</b>
	The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
	The proposed brownfield site(s) is impacted by mine-scarred land.	
	The proposed site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
	The proposed site(s) is in a federally designated flood plain.	
X	The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.	2
X	30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.	6, 8

#### **8. Letter from the State Environmental Authority**

A letter of acknowledgement, dated November 19, 2019 from Ms. Christine Haag of the Wisconsin Department of Natural Resources, is attached.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Tony Evers, Governor  
Preston D. Cole, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



November 19, 2019

Mr. John Stibal  
Executive Director  
Community Development Authority of the City of West Allis  
7525 W. Greenfield Avenue  
West Allis, Wisconsin 53214

**Subject: State Acknowledgement Letter for the Community Development Authority of the City of West Allis**

FY20 EPA Brownfield Assessment Grant (\$220,000 hazardous, \$80,000 petroleum)

Dear Mr. Stibal:

The Wisconsin Department of Natural Resources (DNR) acknowledges the application of the Community Development Authority of the City of West Allis for U.S. Environmental Protection Agency Brownfield Grant funds identified above.

The Wisconsin DNR is fully committed to a collaborative partnership with the Community Development Authority of West Allis, and will support your brownfield assessment and remediation efforts in many ways, including:

- The Wisconsin DNR can identify key state and federal contacts for your specific project and coordinate Green Team meetings with these individuals, in your community, to answer questions and discuss local plans, options and best practices.
- The Wisconsin DNR can assist you in identifying and obtaining additional financial assistance from state-managed grant and loan programs.

Obtaining EPA funding for this grant application is consistent with community needs, vital to the local economy and will help bring needed improvements to the quality of life for residents. Federal funding will also help initiate cleanup activities, create jobs and leverage local investments in brownfield redevelopment.

Sincerely,

Christine Haag, Director  
Remediation and Redevelopment Program  
Wisconsin Department of Natural Resources

Copy: David Hanson – DNR SER

## 1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

### 1.a. Target Area and Brownfields

1.a.i. Background and Description of Target Area: The City of West Allis, Wisconsin is one of the largest suburbs of the City of Milwaukee, located in southeastern Wisconsin with the shore of Lake Michigan less than 7 miles to the east. West Allis is a first-ring industrial suburb of Milwaukee that developed its economy centered on heavy manufacturing. The City's namesake is the former Allis-Chalmers Company, a heavy equipment and farm machinery manufacturer that established operations in the City in 1902, spurring other industrial development and considerable residential growth (West Allis Historical Society, 2018). Immense industrial growth continued in the City throughout World War I and the 1920s, and following World War II, the City remained heavily engaged in manufacturing. The boom continued after the wars throughout the community well into the 1970s (West Allis Historical Society, 2018). In 1979, the City had 14,701 manufacturing jobs, which represented 47.5% of all jobs in the City.

This City that was built on heavy manufacturing could not, however, endure the industrial recession of the early 1980s, which resulted in the closure of manufacturing facilities including the former Allis-Chalmers facility. Thousands of jobs were eliminated. From 1979 to 1989, West Allis lost nearly 9,000 manufacturing jobs, experienced a decline of 10,000 residents and watched its average wage drop by 25% (Dr. Sammis White, 1989). The industrial decline that the City has experienced over the past several decades has resulted in many known or perceived brownfields due to former industries vacating their facilities. The Wisconsin Department of Natural Resources (WDNR) database lists 47 open Wisconsin Environmental Repair Program (ERP) or Leaking Underground Storage Tank (LUST) sites within the City. Additionally, there are many closed ERP and LUST sites within the City, but for these sites, continuing obligations may apply, potentially placing limitations on redevelopment options. Industrial decline has persisted in the City, with the former Motor Castings Co. foundry shutting down in June 2019, resulting in a loss of 113 jobs (Milwaukee BizTimes, 2019).

Challenged by being landlocked by surrounding communities, the City and its Community Development Authority (CDA) have worked diligently using assessment funds and other financial tools to address brownfields in order to cultivate economic growth and spur new tax base and jobs. However, the City's renewal efforts have remained challenged by recent plant closings and other sites that have seen continued disinvestment and underutilization.

The target areas for this assessment grant include the Eastern Industrial Corridor and the Highway 100 Gateway Corridor (Hwy 100 Gateway). The Eastern Industrial Corridor extends from South 70<sup>th</sup> Street to the city's eastern boundary along South 53<sup>rd</sup> Street. The Eastern Industrial Corridor is approximately 400 acres, of which approximately 100 acres have been identified as brownfield sites including former industrial sites such as foundries, motor manufacturing, and salvage yards. This target area is in need of redevelopment of the vacant industrial properties into productive use, thus revitalizing the community, which has experienced higher rates of unemployment and poverty than other areas of the City. The other target area proposed for this project is the Hwy 100 Gateway, which extends along an approximately 0.8-mile section of Highway 100 from the City's northern limit, Interstate I-94, south to West Greenfield Avenue. The Hwy 100 Gateway was developed in the mid-1900s for primarily light industrial land use. This target area is easily accessible to the interstate freeway; however, much of this area is underutilized. Specifically, the CDA anticipates conducting focused planning efforts in the Hwy 100 Gateway, to evaluate the economic status and appropriate redevelopment for select sites.

1.a.ii. Description of the Priority Brownfield Site(s): The CDA has identified the Eastern Industrial Corridor and Hwy 100 Gateway as priority target areas for redevelopment. High priority sites within the target areas are described below.

***Eastern Industrial Corridor – Jonas Builders Site:*** This 6.88-acre site is located at 6607-6701 W. Mitchell St. and is improved with 155,000 square feet of buildings constructed in 1910. The building was formerly used for manufacturing by the Bayley Blower Company from 1955-1988 but is now mostly vacant. This site is located within an Opportunity Zone, and it is located near other sites that are undergoing redevelopment. As a result, there is urgency for preparing this site for reuse. There are no known prior environmental investigations at the site, and given its long industrial usage, potential developers are reluctant to invest in this property. Suspected environmental issues include historic use of petroleum products, solvents, heavy metals, & PCBs.

***Eastern Industrial Corridor – Motor Castings Site:*** This 7.4-acre site is comprised of six parcels located at 1323 S. 65th St. The site has 145,000 square feet of buildings constructed in the early 1900s. This site is also located within an Opportunity Zone. The building was used as a ductile and

gray iron foundry for over 100 years, until June 2019 when the facility closed its doors. There are no known prior environmental investigations at the site. Based on its long-time industrial operations and past history of neighborhood complaints on smell and noise, suspected environmental issues include historic use of petroleum products, solvents, heavy metals, & PCBs. The assessment of this site is a priority, as there is a need to put the building back into productive reuse before it deteriorates.

**Highway 100 Gateway Corridor:** This Corridor consists of approximately 25 acres along Hwy 100, on the north end of a primary entry to the City and providing a complete linkage to the Interstate system. This Corridor experiences substantial vehicle traffic, with an annual average daily traffic count of approximately 40,000 vehicles/day. The area is characterized by warehouses and storage facilities, with prior industrial usage, and is notably underutilized. It includes a former Kearney & Trecker manufacturing facility, currently occupied in part by a furniture showroom and warehouse. Foundry sand fill with contamination from degreasing solvents, paints, and petroleum was identified on this furniture warehouse property as part of a 1995 Phase II Environmental Assessment. Site investigation has not been conducted at this 12.41-acre site. The Hwy 100 Gateway area is a priority because of the underutilization of properties along this key entrance to the City, and the real estate community has indicated a higher demand for the land.

### **1.b. Revitalization of the Target Area**

**1.b.i. Reuse Strategy and Alignment with Revitalization Plans:** This project and the CDA's redevelopment strategies align with the City's 2030 Comprehensive Plan (the "2030 Plan").

The Highway 100 Gateway Corridor has been identified for redevelopment in the 2030 Plan to maximize the tax base and capitalize on the built infrastructure within the area. This goal will be accomplished through increasing densities and providing supply chain and workforce connections at one of the busiest stretches of interstate highway in Wisconsin, the "Zoo Interchange" along Interstates I-94 and I-41. The 2030 Plan has established plans for high quality mixed-use development along this corridor, such as the redevelopment of a large furniture warehouse into an office park or the addition of hotels and other commercial establishments. The CDA is currently engaged in planning efforts to evaluate a larger study area, including the target area and an area extending further south along a 3-mile stretch of Hwy 100. The ongoing master planning efforts will build upon the City's 2030 Plan to design a land revitalization plan based on market analysis, stakeholder feedback, and community input. For this grant, site reuse planning is proposed for one site or cluster site (comprised of several parcels) within the Hwy 100 Gateway to develop site-specific reuse options, aligning with the City's plans and ongoing planning efforts for this area.

In the Eastern Industrial Corridor, the priority brownfield sites are targeted for mixed-use commercial/residential developments to provide diverse housing, commercial options and, where feasible, industrial developments to provide family-supporting jobs, based on the City's 2030 Plan. Opportunities to include potential recreational and community park areas are also considered within this target area. Assessment activities proposed for this grant, including the proposed site reuse plans for both priority sites in this target area, will help carry out the redevelopment plans outlined in the 2030 Plan.

**1.b.ii. Outcomes and Benefits of Reuse Strategy:** The proposed project will stimulate economic development in the target areas, with the majority of the Eastern Industrial Corridor target area designated as an **Opportunity Zone**. Through the assessment of the City's brownfield sites and site reuse planning to achieve optimal use of vacant or underutilized properties, the grant will help attract developers to reuse these target area sites. The proposed assessment activities will identify the presence of contamination, determine the degree and extent of contamination and plan for remediation. When equipped with assessment information, the CDA will collaborate with developers on the necessary economic tools to bring redevelopment to fruition. The reuse of these target area brownfield sites will result in job creation and increased tax revenues. The Eastern Industrial Corridor priority sites will directly benefit from the assessment and reuse activities proposed for this project. The City has demonstrated its ability to collaborate with developers and implement economic tools, as it was one of the first in the nation to utilize this Opportunity Zone financing for the construction of 177 new apartments on a nearby brownfield site. Additionally, the site reuse plans proposed in the Hwy 100 Gateway, will identify site reuse strategies to spur economic development, encourage energy efficiency measures, support job growth and increase the overall tax base. Finally, as part of the 2030 Plan, there is an established goal to encourage "green" development for housing construction such as higher insulation, low-flow water fixtures, the promotion of energy efficient mechanicals, use of sustainable materials, and improvements in air quality and stormwater management.

### **1.c. Strategy for Leveraging Resources**

**1.c.i. Resources Needed for Site Reuse:** The largest gap in financing for the City is for assessment and planning. Through this grant, the CDA will gain valuable knowledge to help developers determine the contamination risk at sites, develop mitigation strategies, and formulate plans. Based on the development, the City may utilize stacked funding resources, such as Tax Increment Financing, PACE Financing (based on energy savings), New Market Tax Credits (through the First-Ring Industrial Redevelopment Enterprise [FIRE]), Revolving Loan Funds (RLF), and other state and private resources to develop a balanced and leveraged capital stack for the redevelopment. For example, FIRE typically provides a new redevelopment up to \$10 million in new market tax credits, depending on job creation, overall redevelopment value, and other factors. Further, the new Opportunity Zone for the Eastern Industrial Corridor target area provides tax advantages to help attract developers and investors to this area. The City has also leveraged 16 Tax Increment Financing Districts (TIDs) throughout the city to facilitate redevelopment, and additional TIDs have been established throughout the Eastern Industrial Corridor to attract private investment.

Additionally, the City/CDA has a proven track record of leveraging its USEPA Brownfields Cleanup RLF to support redevelopment activities at key sites. Most recently, the City leveraged its RLF funds to facilitate the construction of a 30,000 sq.ft. health services clinic that added 15 new jobs in the Eastern Industrial Corridor target area. This assessment grant will also enable the CDA to apply for future cleanup grants, such as the WDNR Ready for Reuse and Wisconsin Economic Development Corporation cleanup funding, and to leverage resources such as its RLF.

**1.c.ii. Use of Existing Infrastructure:** Existing infrastructure, such as water, sewer, electric, and gas utilities and established, well maintained roadways will be utilized in the future redevelopment of the target areas. Also, many sites have access to a public transportation network via the Milwaukee County Transit bus lines that are established across the City, along with the Hank Aaron recreational trail and bike share program. The availability of existing infrastructure is a benefit that the CDA/City can offer potential developers in comparison to the greenfield sites in neighboring communities, with which the City's brownfield sites compete. Also, if the CDA is to be able to reuse existing industrial buildings at some of its brownfield sites, there is an urgent need to assess these properties and put them back into productive reuse before these vacant buildings deteriorate. The availability of existing utility infrastructure and the ability to reuse some existing buildings will be integrated into the CDA's reuse plans for the priority sites, including the Jonas Builders and Motor Castings Co. sites.

## **2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT**

### **2.a. Community Need**

#### **2.a.i. The Community's Need for Funding:**

This assessment grant will assist the target communities, a population that has historically been underserved, in assessing its brownfields for future cleanup and reuse. The Eastern Industrial Corridor target area has seen some growth and investment through brownfield improvements and adaptive reuses, but former heavy industrial properties continue to experience disinvestment and neglect, with another plant closing as recently as June 2019 and 113 jobs lost.

The Eastern Industrial Corridor (Census Tracts 1001 and 1002) represents 12.7% of the City's population and is characterized as an area of low to median household income and per capita income below the city, state, and federal levels (2013-2017 American Community Survey [ACS] 5-year estimates). This target area has higher rates of poverty, lower basic levels of education, and greater need for food assistance. Similarly, in the Hwy 100 Gateway target area, the community experiences lower per capita income and has more workers without cars than the city, state, and national estimates. The target areas and City have an older housing stock and lower per capita income, resulting in limited growth in the tax base. This causes fiscal constraints in the target area and limits the community's ability to draw on or derive other funding sources to initiate and carry out assessment and reuse activities in the area (2013-2017 ACS, see table on next page).

#### **2.a.ii. Threats to Sensitive Populations**

**2.a.ii.(1). Health or Welfare of Sensitive Populations:** This assessment grant will support the identification and reduction of risks to the health and welfare of children and low-income communities. The target area communities experience higher rates of poverty than the city, state, and nation, and children face decreased educational achievement, with 12.1 to 18.0% of people having less than high school educational achievement in the Eastern Industrial Corridor. The table on the next page shows that 20.8% to 25.9% of all households in the Eastern Industrial Corridor receive food assistance, *higher* than the city, state, and federal estimates (2013-2017 ACS 5-year estimate). Additionally, the West Allis-West Milwaukee School District conducted a community

Data Type	Eastern Industrial Corridor		Hwy 100 Gateway	City of West Allis <sup>(1)</sup>	Wisconsin <sup>(1)</sup>	USA <sup>(1)</sup>
	CT1001 <sup>(1)</sup>	CT1002 <sup>(1)</sup>	CT1007 <sup>(1)</sup>			
Population <sup>(1)</sup>	3,651	4,027	3,131	60,546	5,763,217	321,004,407
Median HH Inc. <sup>(1,2)</sup>	<b>\$41,914</b>	<b>\$42,868</b>	\$63,011	\$47,669	\$56,759	\$57,652
Per Capita Inc. <sup>(1,2)</sup>	<b>\$20,591</b>	<b>\$24,165</b>	<b>\$27,088</b>	<b>\$27,194</b>	\$30,557	\$31,177
% Unemployment <sup>(1)</sup>	<b>7.1%</b>	6.0%	3.2%	5.2%	4.7%	6.6%
% Less than High School <sup>(1,3)</sup>	<b>18.0%</b>	<b>12.1%</b>	4.3%	7.4%	7.0%	11.4%
% Below Poverty <sup>(1)</sup>	<b>15.4%</b>	<b>16.9%</b>	6.3%	13.3%	11.8%	13.8%
% HH with Food Stamps/SNAP <sup>(1)</sup>	<b>20.8%</b>	<b>25.9%</b>	8.8%	14.6%	12.1%	12.6%
% Workers without car <sup>(1,4)</sup>	3.1%	<b>10.4%</b>	<b>12.8%</b>	3.5%	2.7%	4.4%
% Pre-1939 Housing <sup>(1)</sup>	<b>60.7%</b>	<b>42.8%</b>	<b>29.1%</b>	<b>28.8%</b>	19.4%	12.5%
<b>Sensitive Populations</b>						
% Minority <sup>(1,5)</sup>	13.9%	20.4%	11.4%	12.5%	12.0%	24.3%
% Cognitive Difficulty <sup>(1,6)</sup>	<b>7.9%</b>	<b>5.9%</b>	1.8%	<b>6.1%</b>	4.7%	5.1%
% Cognitive Difficulty (less than 18 years old) <sup>(1,6)</sup>	<b>8.0%</b>	1.7%	1.2%	<b>5.3%</b>	4.4%	4.1%

(1) 2013-2017 American Community Survey (ACS) 5-year Estimates; Source: US Census Bureau; (2) Median HH Income or Per Capita Income in the Past 12 Months (in 2017 Inflation-adjusted dollars); (3) Calculated by dividing educational attainment less than high school by population 25-64 years old.; (4) Calculated by dividing the total workers with no vehicle available by the total workers 16 years or over.; (5) Calculated by subtracting % of white population from total.; (6) Cognitive difficulty is defined by the US Census Bureau as a difficulty "because of physical, mental, or emotional problem, having difficulty remembering, concentrating, or making decisions."; HH = Household; Inc. = Income. Bold font indicates the factor exceeds or is less than (depending on the factor) city, state, and national estimates.

survey in 2014-2015 and **identified 2.2% of students as being homeless** during that school year (WAWM Community Health Assessment 2015). The Motor Castings priority site is located adjacent to single-family housing, other commercial spaces, a daycare with playground and new multi-family developments, and an intermediate school is located within the Hwy 100 Gateway target area. Through assessment, the threats of contamination to sensitive populations around the priority sites will be identified. The assessment grant will then aid in the future redevelopment of brownfields in the target areas to provide more job opportunities and housing options for families to raise their children, reducing the threats of contamination for sensitive populations.

**2.a.ii.(2). Greater than Normal Incidence of Disease and Adverse Health Conditions:** The target area communities likely experience higher rates of exposure to lead-based paint and asbestos due to the aging housing stock, as 28.8% of homes in the City were built prior to 1939 and 42.8% to 60.7% of homes in the Eastern Industrial Corridor were built prior to 1939 (2013-2017 ACS 5-year estimate). Lead-based paint exposure can impact the nervous system, kidneys, and other body systems, and it can also impact children's intelligence, neurobehavioral development, growth, and hearing (Centers for Disease Control and Prevention, 2011). Increased cognitive difficulties are noted in both children and adults within the Eastern Industrial Corridor (see table above).

According to the Wisconsin Department of Health Services (DHS), the state average of children less than 6 years old with blood levels exceeding 5 micrograms per deciliter (ug/dL) between 2013-2016 was 7.6%. Within the Eastern Industrial Corridor target area, **8.7% of children tested in CT1001 between 2013-2016 had childhood blood lead levels above 5 ug/dL**. Asbestos is another environmental concern in older housing stock due to the small fibers that can be breathed in, causing asbestos-related diseases, such as asbestosis, lung cancer, and mesothelioma (Agency for Toxic Substances and Disease Registry). This grant will help create improved housing stock options to reduce exposure to these environmental concerns.

**2.a.ii.(3). Disproportionately Impacted Populations:** The West Allis community was founded upon the successes of industry, and although it has experienced great loss due to factories closing their doors starting in the 1980s and continuing to the present year, the community has also experienced exposures to environmental contaminants discharged to air, water, and land by its industries. Based on updated Toxic Release Inventory (TRI) data for reporting year 2017, a total of 20,459 pounds of toxic chemicals were released to the air during 2017 (USEPA TRI Explorer, 2019. 2018 National Analysis Dataset.). Additionally, the city is bordered to the north by I-94 and cut in half by I-41. These two interstates intersect at the "Zoo Interchange", with an annual average daily traffic count between 121,000 and 161,000 vehicles/day passing through this interchange and

making it the second busiest interchange in the State of Wisconsin. Both of these interstates contribute vehicular air pollution to the community. Small particulates emitted from vehicular fumes can promote heart disease and strokes. Thousands of homes and businesses are located within 1,000 feet or less of these two interstate highways, increasing the risk to the community's health, especially during congested peak hours.

## **2.b. Community Engagement**

### **2.b.i. Project Partners and 2.b.ii Project Partner Roles (consolidated per ranking criteria)**

The CDA actively engages with local community partners in its brownfield redevelopment projects and improvements in the community overall. The City of West Allis supports neighborhood associations, has a Neighborhood Small Grant program, and “believes that increasing citizen participation benefits the whole community by creating a positive environment of shared responsibility and collaboration” (City of West Allis website, 2019). The CDA will work closely with the appropriate neighborhood associations and other partners identified in the table below to solicit community input regarding sites to be cleaned up and the redevelopment plans for the priority sites. These project partners are listed below.

<b>Partner Name</b>	<b>Point of Contact</b>
Liberty Heights Park Neighborhood Association (LHPNA)	<a href="https://www.facebook.com/LHPNA.WA/?ref=py_c">https://www.facebook.com/LHPNA.WA/?ref=py_c</a>
East Allis Neighborhood Association (EANA)	eanawestallis@gmail.com <a href="https://www.facebook.com/EANAwestallis/">https://www.facebook.com/EANAwestallis/</a>
Rainbow Gardens Neighborhood Assoc. (RGNA) & Rosehill Neighborhood Assoc. (RNA)	<a href="https://www.rainbowgardensna.com/">https://www.rainbowgardensna.com/</a> <a href="https://www.facebook.com/RosehillNeighborhoodAssociation/">https://www.facebook.com/RosehillNeighborhoodAssociation/</a>
Downtown West Allis Business Improvement District (BID)	Dianne Eineichner; (414) 774-2676 <a href="mailto:director@downtownwestallis.org">director@downtownwestallis.org</a>

Each project partner will be engaged in the proposed assessment activities as part of this grant. The LHPNA and EANA will be involved in the proposed site reuse plans for the Eastern Industrial Corridor target area, with community participation workshops and meetings to be held to gather community input on the site reuse and cleanup. In the Hwy 100 Gateway target area, RGNA and RNA will be involved in the proposed site selection, cleanup, and reuse planning, continuing on the City's recent community engagement activities in these areas as part of its Master Plan efforts and with additional meetings and workshops to be held. The CDA will also collaborate with all of these neighborhood associations to gather input on site selection and prioritization for assessment activities within the target areas as part of this grant. The Downtown West Allis BID will also be involved in this project, as the CDA will work with the BID to attract new businesses to its downtown and surrounding areas. The BID will collaborate with local businesses to evaluate community needs and opportunities, and the CDA will use this information to prioritize the assessment activities.

### **2.b.iii. Incorporating Community Input**

The CDA actively engages with the public through open meetings and public hearings before the Plan Commission, CDA, and Common Council. All of the meetings are recorded and broadcasted on the City's YouTube channel. The CDA will host and/or participate in general citizen informational sessions, such as National Night Out, the annual Fire Department Open House, and the Neighborhood Partnership Program meetings. A quarterly City Newsletter which is sent to every household in the City provides a unique opportunity to reach out to and solicit citizen input on EPA-funded projects and also updates the general public on project progress. The CDA will also use social media postings on Facebook and Twitter to advertise project progress and conduct surveys/polls to solicit input from the community and its project partners. Additionally, the CDA will utilize a neighborhood social networking app called Nextdoor to notify residents in a particular neighborhood of such opportunities for input. Throughout 2019, the City has organized community input workshops and participation meetings to gather input on the Hwy 100 Corridor Master Plan, utilizing Nextdoor, other social media outlets, and community surveys to gather and respond to community feedback on this particular project. Furthermore, in 2019 the CDA partnered with the Better Blocks Foundation and the neighborhood residents of the Burnham Pointe area (Eastern Industrial Corridor target area) to implement temporary neighborhood improvements, such as new



streetscapes with bike lanes, community parks, food trucks, and community event spaces to cater to community members of all ages. Through this program, the CDA conducted a neighborhood survey and used these results to reimagine this neighborhood.

### 3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

#### 3.a. Description of Tasks/Activities and Outputs

<b>Task/Activity 1: Redevelopment Planning</b>
<p>i. Project Implementation: The CDA intends to use <i>30% of this grant funding</i> to conduct redevelopment planning within the target areas. The greatest effort for this task will be planning activities for the Motor Castings and Jonas Builders priority sites. Based on their proximity to each other, a comprehensive Marketplace Study, utilizing spatial and market data available online, will be completed for the area encompassing the Jonas Builders and Motor Castings sites. A Site Reuse Plan will be created for each site, with two to three conceptual site designs prepared per site. An overall Focused Area Plan will also be prepared, to incorporate these priority site reuse options into the nearby Six Points Redevelopment area, where redevelopment is nearing completion. This task will also include focused reuse workshops with both the EANA and the newly-formed LHPNA. Input from the development community will also be sought to align the reuse planning with the ongoing development in the area. A comprehensive Market Analysis report will also be prepared that will incorporate developer input, community input, and the market analysis.</p> <p>The City recently commissioned a Market Analysis and Master Plan for the Hwy 100 Corridor (a 3-mile corridor). The Hwy 100 Master Plan is well underway, and this grant will be used to prepare a Site Reuse Plan for one site within the Hwy 100 Gateway target area, consistent with the results of the ongoing master plan activities. Two to three conceptual plans will be prepared for the site to be selected in the Hwy 100 Gateway area as part of the Site Reuse Plan.</p>
<p>ii. Anticipated Project Schedule: The CDA will commence planning activities in Fall 2020 beginning with the Marketplace Study; with focus reuse workshops in early and mid- 2021, and Site Reuse Plans, Focused Area Plan, and the comprehensive Market Analysis completed by 2022.</p>
<p>iii. Task/Activity Lead: The CDA will lead the redevelopment planning and will seek competitive proposals from certified planners.</p>
<p>iv. Outputs: One Comprehensive Marketplace Study, one Focused Area Plan and one comprehensive Market Analysis Report for the Eastern Industrial Corridor target area; Three Site Reuse Plans (one for Jonas Builders site, one for Motor Castings Co. site, and one for a Hwy 100 Gateway site)</p>
<b>Task/Activity 2: Phase I Environmental Site Assessments (ESA)</b>
<p>i. Project Implementation: Phase I ESAs will be conducted in accordance with ASTM Standard 1527-13 and the EPA's All-Appropriate Inquiry requirements. Reports will be provided in electronic format, with hard-copy formats provided if needed.</p>
<p>ii. Anticipated Project Schedule: The Phase I ESAs will be conducted throughout the 3-year project period, as site access is negotiated, and an eligibility determination has been approved for each property. The Phase I ESA for the Motor Castings site is anticipated to be conducted in the Fall 2020 and for Jonas Builders in Spring 2021. Each Phase I ESA is anticipated to take approximately 3-4 weeks.</p>
<p>iii. Task/Activity Lead: A qualified environmental professional will conduct the Phase I ESAs under the direction of the CDA.</p>
<p>iv. Outputs: Up to 8 Phase I ESAs will be completed for this task (3 Petroleum and 5 Hazardous Substances).</p>
<b>Task/Activity 3: Phase II Environmental Site Assessments</b>
<p>i. Project Implementation: The majority of the grant funding will be focused on conducting Phase II ESAs, site investigation, and remedial planning at up to six sites within the target area. Prior to beginning site assessment, a Quality Assurance Project Plan (QAPP) will be prepared and submitted to the EPA for approval. Sampling and Analysis Plans (SAP) will also be prepared and submitted to EPA for approval prior to conducting assessment/investigation. The Jonas Builders site and Motor Castings properties are priority sites for the Phase II ESAs. A Site Investigation to determine the degree and extent of contamination will be conducted at one of the priority sites using this grant. Other sites within the Hwy 100 Gateway and Eastern Industrial Corridor target areas may also be assessed under this task. Remedial action planning and the preparation of a Remedial Action Plan (RAP) for one site is also proposed as part of this grant. All sampling activities proposed under this task will be conducted in accordance with the QAPP, the site-specific SAPs, and applicable Wisconsin Administrative Code (WAC) NR 700 requirements.</p>

ii. Anticipated Project Schedule: These Phase II ESA/Site Investigation/Remedial Planning activities will be conducted as needed throughout the 3-year project period, with the first Phase II commencing in the Fall of 2020. Typically, scoping and preparation of a SAP can be completed within 2 weeks. A Phase II ESA can be completed within 6-8 weeks, after site access is granted. Site Investigations can vary greatly depending on scope, but typically are performed within 8-12 weeks. A RAP can be completed within 10-12 weeks after the appropriate public comment period.
iii. Task/Activity Lead: A qualified environmental professional will conduct the assessment activities under the direction of the CDA.
iv. Outputs: One generic QAPP; seven site-specific SAPs; six Phase II ESAs; one Site Investigation; and one RAP are anticipated to be prepared under this task.
<b>Task/Activity 4: Community Involvement/Programmatic Management</b>
i. Project Implementation: The CDA will develop a Community Involvement Plan which will include outreach activities such as public meetings, distribution of marketing and informational materials, and coordination with its project partners to share information with the community. The CDA will lead community involvement activities in the target areas, and technical support will be provided by the CDA's environmental consultant. The CDA will conduct program management of this grant under this task, and activities will include procuring the services of a certified planner and qualified environmental consultant, oversight of the contractors, tracking outputs and outcomes, and reporting on grant progress through quarterly grant reports and ACRES updates. The CDA's environmental consultant will assist with preparing materials to submit for the eligibility determinations, updating ACRES input, and preparing quarterly grant reports and annual financial and MBE/WBE reports. The CDA and its environmental consultant will meet via conference call monthly, with two of the monthly meetings per year being held in-person. CDA staff will also attend an EPA National Brownfields Conference and one other local or regional brownfields conference during the 3-year project period.
ii. Anticipated Project Schedule: The CDA will procure the services of a certified planner and qualified environmental consultant within the first 3 months of the grant period. The CDA and its environmental consultant will prepare a Community Involvement Plan within the first six months of the grant period. Eligibility determinations will be prepared throughout the grant period. Grant reports will be prepared quarterly by the 30 <sup>th</sup> of the month following quarter end. ACRES updates will be completed quarterly, and financial and MBE/WBE reporting will be completed by October 30 for the prior fiscal year. Brownfield team meetings will be held monthly.
iii. Task/Activity Lead: The CDA will lead the community involvement and programmatic management activities and will engage the qualified environmental consultant in the process.
iv. Outputs: Procurement of a qualified environmental consulting firm and certified planner; preparation of a Community Involvement Plan; public outreach meetings/events (6 meetings during project period); quarterly progress reports; quarterly ACRES updates; annual financial and MBE/WBE reports; and Site Eligibility Determinations, as needed. Attendance at one EPA National Brownfields Conference and one local/regional Brownfields Conference.

### 3.b. Cost Estimates

The table on the following page provides the budget for this grant proposal, and the descriptions that follow provide information on how the costs were developed. The CDA will contribute in-kind services to support the grant activities throughout the 3-year project period. In-kind services will include CDA staff time (personnel) to manage grant activities, track and report project progress, coordinate and secure site access to conduct assessments, and advertise and participate in community outreach.

**Task 1 – Redevelopment Planning (\$90,000):** *The CDA proposes to spend 30% of this grant funding on redevelopment planning activities with the following contractual costs, which are based on similar planning documents on similar sites. (1) Eastern Industrial Corridor: A) one Marketplace Study (\$10,000); B) one Focused Area Plan (\$4,000); C) Focused Reuse Workshops, two each for the Jonas Builders and the Motor Castings Sites (\$3,000/meeting, including advertising, brochures/flyers and exhibits [\$12,000 total]); D) developer interviews (\$5,000); E) one Market Analysis Report to compile the information from community participation, market study and developer interviews (\$5,000); and F) Site Reuse Plan for both sites (\$18,000 per site [\$36,000 total]). Planning related to these Eastern Industrial Corridor sites (total \$72,000) will be conducted using Hazardous Substances (H.S.) funding. (2) Hwy 100 Gateway: A Site Reuse Plan*

for one site within the Hwy 100 Gateway (\$18,000). The Site Reuse Plan for the Hwy 100 Gateway will be completed using Petroleum (Pet.) funding (\$18,000).

**Task 2 – Phase I ESA (\$30,400):** The project budget includes eight Phase I ESA reports, at a contractual cost of \$3,800 each (3 Pet. [\$11,400] and 5 H.S. [\$19,000]).

**Task 3 – Phase II ESA/Site Investigation/Remedial Planning (\$156,400):** The project budget includes the following contractual costs associated with this task: 1) QAPP Preparation, \$4,000 (\$2,000 for Pet. and \$2,000 for H.S.); 2) six Phase II ESAs (\$18,500 each), (2 Pet. [\$37,000] and 4 H.S. [\$74,000]); 3) one Site Investigation report (\$30,000 H.S.); and 4) one Remedial Action Plan (\$11,400 H.S.).

**Task 4 - Community Involvement/Programmatic Management (\$23,200):** The project budget includes the following costs associated with this task, which will be split equally between Pet. and H.S.: 1) contractual support for public meetings, assuming 2 public meetings per year for 3 years (\$875/meeting for \$5,250 total); 2) contractual support for twelve quarterly grant reports, at \$625 each (\$7,500 total); and 3) contractual support for monthly progress meetings, assuming 36 meetings, at an average cost of \$250/meeting (\$9,000 total). Also, costs are included in this task for a CDA staff member to attend one EPA National Brownfields Conference including airfare of \$550, hotel and meals, at \$200/day for 3 days (\$600), and incidentals, such as taxi, etc. at \$75/day for 3 days (\$225) and one local brownfields conference/training with incidental costs of \$75.

Petroleum Assessment Budget					
Budget Categories	Project Tasks				Total
	Task 1: Redevelopment Planning	Task 2: Phase I Environmental Assessment	Task 3: Phase II ESA/ Investigation/ Remedial Planning	Task 4: Community Involvement/ Program Management	
Travel				\$725	\$725
Contractual	\$18,000	\$11,400	\$39,000	\$10,875	\$79,275
<b>Total Direct Costs</b>	\$18,000	\$11,400	\$39,000	\$11,600	\$80,000
<b>Total Petroleum Budget</b>	<b>\$18,000</b>	<b>\$11,400</b>	<b>\$39,000</b>	<b>\$11,600</b>	<b>\$80,000</b>
Hazardous Substances Assessment Budget					
Budget Categories	Project Tasks				Total
	Task 1: Redevelopment Planning	Task 2: Phase I Environmental Assessment	Task 3: Phase II ESA/ Investigation/ Remedial Planning	Task 4: Community Involvement/ Program Management	
Travel				\$725	\$725
Contractual	\$72,000	\$19,000	\$117,400	\$10,875	\$219,275
<b>Total Direct Costs</b>	\$72,000	\$19,000	\$117,400	\$11,600	\$220,000
<b>Total Haz. Sub. Budget</b>	<b>\$72,000</b>	<b>\$19,000</b>	<b>\$117,400</b>	<b>\$11,600</b>	<b>\$220,000</b>
Total Project Budget					
<b>Total Project Budget</b>	<b>\$90,000</b>	<b>\$30,400</b>	<b>\$156,400</b>	<b>\$23,200</b>	<b>\$300,000</b>

### 3.c. Measuring Environmental Results

The outputs, overall results, and eventual outcomes of this grant will be tracked monthly using a web-based shared spreadsheet and discussed during the monthly meetings between the CDA and its environmental consultant. Progress reports will be provided monthly at CDA meetings, and quarterly progress reports will be submitted timely to EPA at the end of each quarter during the project period. The ACRES database will also be updated quarterly.

For each project task, a schedule will be prepared at the start of the task to specify milestone dates and to aid in moving toward the completion of each task in an efficient manner. An overall grant schedule will be prepared at the start of the period of performance to prioritize the CDA's needs and goals for the grant period. These schedules will be maintained electronically for easy sharing between the CDA and its partners, and the schedules will be updated quarterly, or more frequently as needed.

The outputs described in the previous section will be tracked during the monthly meetings or conference calls between the CDA and the environmental consultant, while eventual outcomes (such as jobs created, housing units created, and acres of land made available for redevelopment) will be tracked by the CDA and the City's Department of Development through a performance

measurement report to the City Administrator and aligned with the City's Five Year Strategic Plan. Tracking is conducted through excel reports and monitored quarterly.

#### **4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE**

##### **4.a. Programmatic Capability**

###### **4.a.i. Organizational Structure and 4.a.ii. Description of Key Staff (combined per ranking criteria)**

The CDA is the development arm of the City that manages redevelopment and housing initiatives and programs. The CDA consists of seven members (five residents and two elected alderpersons). City staff support and coordinate the mission of the CDA. The CDA has the technical and financial processes and procedures in place to successfully complete the assessment grant activities. The program team for the CDA will include the following members:

*Patrick Schloss, Community Development Manager*, will serve as project manager and will be the main point of contact for the project. The Project Manager will lead all community outreach efforts and project development for the grant. He will be responsible for day-to-day operations, including reporting, bidding, coordination of consultant activities, budgeting, etc. Patrick's 17 years of experience include grant management for USEPA, CDBG, Section 8, HOME, etc. He also oversees the economic development loan portfolios; tax increment financing; participates in developer negotiation; and assists manufacturing expansions and job retention/creation efforts. He has presented at various professional conferences on business development, redevelopment, and New Market Tax Credits and at CDBG entitlement conferences on leveraging federal grants.

*John Stibal, Executive Director*, will assist in presenting the status of grant activities to various community groups and will bring over 37 years of community development experience to the decision-making process on the expenditures of project funds and selection of sites. Mr. Stibal's experience in land use and economic development project implementation will play an active role in forging public/private ventures that lead to brownfield reclamation and reduce barriers to community development. He is a recognized leader in brownfield redevelopment and frequent lecturer and presenter of case studies at various conferences. He has also helped craft legislation on environmental liability and served as key strategist and principal negotiator for public agencies in major brownfield redevelopment projects, creatively utilizing new approaches to limiting environmental liability, structuring public/private financial packages, and closing negotiations of environmentally sensitive properties.

*Shaun Mueller, City and Economic Development Coordinator*, will assist with developer negotiation, coordinating GIS mapping activities, grant reporting, community presentations, tracking progress relative to targeted populations, and reaching out to sensitive populations. He has 17 years of experience in city planning, redevelopment and economic development activities.

*Kris Moen, Deputy Finance Director*, will provide financial tracking and coordination of auditing and review of expenditures. She has 20 years of experience in providing these services to the City/CDA.

###### **4.a.iii. Acquiring Additional Resources**

The CDA will acquire additional expertise and resources to successfully complete the project. The CDA will procure a Qualified Environmental Professional Consulting Firm and Certified Planning Firm in accordance with Federal Procurement Requirements and established CDA procurement processes.

Additionally, grant project team members Mr. Schloss and Mr. Stibal manage a regional community development entity, First-Ring Industrial Redevelopment Enterprise Inc. (FIRE), a recipient of over \$273-million of new market tax credits. FIRE has been instrumental in funding redevelopments and business expansions involving brownfield sites that have contributed to 3,473 permanent jobs, 2,047 construction jobs, and 2,484,309 sq. ft. of development within distressed neighborhoods in a 3-county area. The project team will tap into the expertise of FIRE to identify key project opportunities and funding resources.

##### **4.b. Past Performance and Accomplishments**

**4.b.i. Currently Has or Previously Received an EPA Brownfields Grant:** Since 1999, the City and CDA have received and successfully administered six USEPA Brownfield grants. The three most recent grants include two cleanup grants and one revolving loan fund grant with one supplemental award.

**4.b.i.1. Accomplishments:** The City and the CDA have successfully administered the following grants and have successfully performed all work under each grant as discussed below.

Year	Grant Type/Number	Grant Amount	Funds Spent	Funds Remaining
FY08	Cleanup/BF-00E68001	\$400,000	\$400,000	\$0
FY 11	Cleanup/BF-00E00911	\$200,000	\$200,000	\$0
FY11/FY18	RLF/Supp. RLF/BR-00E00912-0	\$1,500,000	\$769,013	\$730,987

**BF-00E68001** was awarded to the City in 2008 for clean-up on the PST-North site and the 700 properties site. The grant was instrumental in dealing with the PST-North site, a contaminated property left to a bankruptcy trust. The City removed several USTs and light non-aqueous phase liquid from the PST-North site along the northern property line. The site was recently redeveloped with a comprehensive health care clinic in the Eastern Industrial Corridor. The facility added 15 new jobs to the area and is attracting new neighborhood small businesses as well as an expanding manufacturer that moved from a suburban location to West Allis, bringing 80 existing employees and 40 future positions. Final site capping was completed in conjunction with the redevelopment utilizing an RLF loan to assist with the funding gap. All grant funds were drawn for the PST-North site, and the project is successfully completed and closed per EPA in 2011.

The 700 properties portion of the grant was completed in 2012, and all grant funds were utilized. Soil management included the excavation of contaminated soils and soil capping. A developer was selected with plans for a \$14 million development consisting of 52 apartments with 25,000 sq. ft. of retail space. EPA granted an extension due to the Great Recession and developer challenges from the economic downturn. All grant funds were drawn for the 700 Properties site, and the project is successfully completed and closed per EPA.

**BF-00E00911** was awarded to the CDA in 2011 for clean-up on a former Milwaukee Gray Iron parcel. The project scope included the remediation of PAH contamination and construction of soil cap. The site was redeveloped as a hotel and local event center. The hotel brought a total of 80 new jobs to the City and provided much needed lodging for the adjacent Wisconsin State Fair Park. On the balance of the site, a \$40 million development of 203 market rate apartments is underway and is expected to open in 2020. All grant funds were drawn, and the project was successfully completed and closed per EPA in 2012.

**BR-00E00912** was awarded to the City in 2011 for establishment of a Revolving Loan Fund. The City provided a \$369,507 loan for environmental remediation and capping of the former Yellow Freight site to Mister Rogers, LLC, who redeveloped the site with two single-story modern industrial buildings totaling 122,000 square feet; remediated 4 acres; redeveloped 9.6 acres; increased property value by \$11.3 million; and created 130 jobs. The City also provided a subgrant for \$99,135 for the clean-up of a release of trichloroethene that occurred near the property line of the former Home Juice Site and an adjacent scrap yard. This site has been reused for office space, with renovation of the existing structure and construction of additional buildings to create a single-story office complex. Approximately 1.7 acres were remediated and redeveloped; property value was increased by \$800,000; and 20 new jobs were created. In 2017, the City provided a loan on the PST-North site to assist the developer in contaminated soil management and cap modification in conjunction with their construction of a 30,000 square-foot comprehensive health care clinic. This project resulted in the remediation/redevelopment of 2.7 acres and the creation of 20 new full-time jobs from their prior location, bringing the total employment at this facility to 90 positions. Based on the imminent projects that were identified by the City, \$500,000 of supplemental funding was awarded by EPA in September 2018 and the RLF was extended to September 2023. The City is negotiating with developers for the remaining RLF funds on several contaminated sites to determine the appropriate level of funding for remedial actions in conjunction with their proposed redevelopment projects and associated timing of the projects.

4.b.i.2. Compliance with Grant Requirements: The City/CDA is in compliance with the workplan, schedule and terms and conditions of the current and prior EPA grants. The City has been successful marketing and utilizing the current RLF grant. The City is in negotiations with developers regarding future loans to close out the balance of the original loan and the supplemental funding. An extension was required on the FY08 cleanup grant for the 700 Properties site because of the Great Recession and developers' needs to assemble the complete financing package, as the RLF is often a smaller piece of the broader sources of funds for redevelopment projects, but the project was completed successfully and closed out within the extension time-frame. The City is up-to-date with submittal of quarterly reports and ACRES reporting on its current RLF grant. The City's and CDA's closed EPA Brownfield Grants were fully expended at the time of closure.

## **Attachment A: Threshold Criteria for Assessment Grants**

### **III.B.1 Applicant Eligibility**

The Community Development Authority of the City of West Allis (CDA), as the applicant, is a governmental entity that operates as an agent of a general-purpose unit of local government, specifically the City of West Allis and is therefore considered an eligible applicant as per Section III.A. of the FY20 Guidelines for Brownfield Assessment Grants. A copy of the Ordinance to Create the Community Development Authority of the City of West Allis and its by-laws are attached to this application.

### **III.B.2 Community Involvement**

The CDA is committed to informing and involving the community and other stakeholders during the planning, implementation, and Brownfield assessment activities as described in this proposal. The CDA will use a multi-tiered approach to community involvement:

1. Public meetings which will be advertised through several public media outlets, including the City's YouTube channel and social media postings on Twitter and Facebook. All public CDA and City of West Allis meetings are video recorded and posted on the City's YouTube channel.
2. Partnership and collaboration with focused community organizations and target area populations will also be completed to strengthen community involvement in these Brownfield assessment activities. The CDA will partner with community organizations, including the Downtown West Allis Business Improvement District and the East-Allis, Liberty Heights Park, Rosehill, and Rainbow Gardens Neighborhood Associations. The CDA will also utilize social media postings and advertisements on Facebook and Nextdoor (a neighborhood-based social networking app) to gather community input and generate community participation in the planning and assessment for the priority sites in the target areas.
3. The CDA will host and/or participate in general citizen informational sessions, such as National Night Out, the annual Fire Department Open House, and the Neighborhood Partnership Program meetings. The CDA will also continue to seek out new opportunities for community engagement, such as through the Better Blocks Foundation program. In 2019, the CDA partnered with the Better Blocks Foundation and the neighborhood residents of the Burnham Pointe area (located within the Eastern Industrial Corridor target area) to implement temporary neighborhood improvements, such as new streetscapes with bike lanes, community parks, food trucks, and community event spaces to cater to community members of all ages. Through this program, the CDA conducted a neighborhood survey and used these results to reimagine this neighborhood. The CDA plans to conduct similar planning initiatives in the target areas.

These community involvement activities are discussed in more detail in Section 2.b. of the Ranking Criteria narrative of this application.

### **III.B.3 Expenditure of Assessment Grant Funds**

The CDA does not currently have an active EPA Brownfields Assessment Grant.

### **III.C. Additional Threshold Criteria for Site-Specific Applications Only**

Not applicable. The CDA is applying for a community-wide assessment grant. After receiving this grant, the CDA will request a determination from the EPA for each Hazardous Substances site or from the Wisconsin Department of Natural Resources for each Petroleum site proposed for assessment using the Threshold Criteria provided in Section III.C. of the FY20 Guidelines for Brownfield Assessment Grants.

ORDINANCE NO.

5655

AN ORDINANCE TO CREATE THE COMMUNITY DEVELOPMENT AUTHORITY  
OF THE CITY OF WEST ALLIS

By Administration and Finance Committee

The Common Council of the City of West Allis do ordain as follows:

PART I. Section 2.53 of the Revised Municipal Code of the City of West Allis is hereby created to read:

2.53 COMMUNITY DEVELOPMENT AUTHORITY.

(1) Authority. Section 66.4325 of the Wisconsin Statutes authorizes the Common Council to adopt an ordinance creating a housing and community development authority.

(2) Findings and Declarations. The findings and declarations made in sec. 66.40(2), 66.43(2), 66.431(2) and 66.435(2) of the Wisconsin Statutes are in all respects adopted, restated and incorporated herein; there exists a need for blight elimination, slum clearance, urban renewal and community development programs and projects and housing projects in the City; a housing and community development authority, functioning within the City, constitutes an effective and efficient means for preventing and eliminating slums in blighted areas and preventing the reoccurrence thereof and for the elimination of insanitary or unsafe inhabited dwelling accommodation and to provide safe and sanitary dwelling accommodations for person of low income; and, the necessity for said authority is hereby declared as a matter of legislative determination.

(3) Creation. Pursuant to sec. 66.4325 of the Wisconsin Statutes, there is hereby created the Housing and Community Development Authority as a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects; which authority shall be known as the "Community Development Authority of the City of West Allis."

(4) Termination of Housing Authority. The Housing Authority of the City of West Allis created under sec. 66.40 of the Wisconsin Statutes and operating in the City is terminated and all powers, duties and functions set out in sec. 66.40 of the Wisconsin Statutes for housing authorities are hereby vested in the Community Development Authority.



(5) Exclusive Authority. The Community Development Authority shall have the exclusive power to proceed to carry on blight elimination, slum clearance and urban renewal projects in the City of West Allis, except that the City may apply, accept and contract for federal grants, advances and loans under the Housing and Community Development Act of 1974 (P.L. 93-383).

(6) Commissioners. The Mayor shall, with the confirmation of two-thirds (2/3) majority vote of the Common Council, appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as commissioners of the Community Development Authority.

(a) Two (2) of the commissioners shall be members of the Common Council and shall serve during their term of office as council members.

(b) The first appointments of the five (5) non-council members shall be for the following terms: two (2) for one year and one each for terms of two (2), three (3) and four (4) years. Thereafter, the terms of non-council members shall be four (4) years and until their successors are appointed and qualified.

(c) Vacancies shall be filled for the unexpired term as provided in this subsection.

(d) Commissioners shall be reimbursed their actual and necessary expenses including local travel expenses incurred in the discharge of their duties.

(7) Powers and Duties.

(a) The Community Development Authority shall have all powers, duties and functions set out in secs. 66.40 and 66.431 of the Wisconsin Statutes for housing and redevelopment authorities and as to all housing projects initiated by the Community Development Authority it shall proceed under section 66.40 of the Wisconsin Statutes and as to all projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs, it shall proceed under secs. 66.405 to 66.425, 66.43, 66.431, 66.435 or 66.46 of the Wisconsin Statutes as determined appropriate by the Common Council on a project by project basis.

(b) The Community Development Authority shall act as the agent of the City in planning and carrying out community development programs and activities approved by the Mayor and Common Council under the Federal Housing and Community Development Act of 1974. As to all community development programs and activities undertaken by the City under the Federal Housing and Community Development Act of 1974, the Community Development Authority shall proceed under all applicable laws and ordinances not inconsistent with the laws of this state.

(c) The Community Development Authority shall act as agent of the City to perform all acts, except the development of the general plan of the City, which may be otherwise performed by the Planning Commission under secs. 66.405 to 66.425, 66.43, 66.435 or 66.46 of the Wisconsin Statutes.

(8) Tax Exemption. Bonds issued on or after January 28, 1987, by the Community Development Authority are declared pursuant to sec. 66.4325(5m) of the Wisconsin Statutes to be issued for an essential public and governmental purpose and to be public instrumentalities and, together with interest thereon and income therefrom, are exempt from taxes.

(9) Controlling Law. The powers conferred under this section shall be an addition and supplemental to the powers conferred by any other law or ordinance. Insofar as this section is inconsistent with any other law, this section shall control.

(10) Construction. This section shall be construed liberally to effect its purposes and the enumeration of specific powers herein does not restrict the meaning of any general grant of power contained in this section nor does it exclude other powers comprehended in such general grant as provided in sec. 66.4325(7) of the Wisconsin Statutes.

(11) Severability. If any provision of this section or any provision of any rule or regulation lawfully promulgated hereunder or any application of this section or rule or regulation promulgated hereunder to any person, firm or corporation or circumstances is held invalid or inoperative, such invalidity or inoperativeness shall not affect other provisions or applications of this section or rules or regulations. The Common Council hereby declares the provisions of this section and all rules and regulations promulgated hereunder are severable.

PART II. The Housing Authority of the City of West Allis is hereby terminated. Any form of indebtedness issued by the Housing Authority shall be assumed by the Community Development Authority. All contracts entered into between the federal government and the Housing Authority, or between such authority and other parties shall be assumed and discharged by the Community Development Authority except for the termination of operations by the Housing Authority. Contracts entered into between the federal government and the Housing Authority shall bind the Community Development Authority in the same manner as though originally entered into by the Community Development Authority. The Community Development Authority may execute appropriate documents to reflect its assumptions of the obligations set forth above.

PART III. Any redevelopment authority created under sec. 66.431 of the Wisconsin Statutes operating in the City of West Allis shall terminate its operations as provided in sec. 66.4325(5) of the Wisconsin Statutes.

PART IV. From the effective date of this Ordinance, the City Clerk shall transmit a certified copy of the ordinance to the Mayor who shall proceed to appoint commissioners of the Community Development Authority as provided in sec. 66.4325(2) of the Wisconsin Statutes.

PART V. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART VI. This ordinance shall take effect October 1, 1989, and be in force from and after its passage and publication.

PASSED: July 18, 1989  
(As amended)

Eldon M. Rinka  
Eldon M. Rinka, City Clerk

APPROVED: July 20, 1989  
(As amended)

Fred J. Cashmore  
Fred J. Cashmore, Mayor

6330828

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✓ REGISTER'S OFFICE

Milwaukee County, WI } SS

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OFFICE OF THE CITY CLERK  
CITY OF WEST ALLIS  
WISCONSIN

*Wendy Engel* REGISTER  
OF DEEDS

November 13, 1989

I hereby certify that the attached is a true and correct copy  
of Ordinance No. 5655  
passed  
~~adopted~~ ~~passed~~ ~~approved~~ by the Common Council of the City of West Allis,  
Wisconsin, at a regular meeting of said Common Council held  
on the 18 day of July, 1989.

6330828

RECORD 12.00

*Eldon M. Benka*  
City Clerk

12.10  
6370B

BY-LAWS OF THE  
COMMUNITY DEVELOPMENT AUTHORITY  
CITY OF WEST ALLIS, WISCONSIN

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Community Development Authority of the City of West Allis."

Section 2. Powers of the Authority. The powers of the Authority shall be vested in the Commissioners. The number of Commissioners, their appointment and terms shall be as provided in section 66.4325(2) of the Wisconsin Statutes.

Section 3. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 4. Offices of the Authority. The principal offices of the Authority shall be at the West Allis City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin 53214. The Authority may select by resolution other or additional offices from time to time.

ARTICLE II - OFFICERS

Section 1. Officers. Officers of the Authority shall be a Chairperson, a Vice-Chairperson and an Executive Director.

Section 2. Chairperson. The Chairperson, when present, shall preside at all meetings of the Authority. The Chairperson and the Secretary are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so, except in cases where the execution thereof shall be expressly delegated by the Commissioners or by these By-Laws to some other officer or agent of the Authority, or shall be required by law to be otherwise executed; and, in general, shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Commissioners from time to time.

Section 3. Vice-Chairperson. In the case of the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairman and shall also perform such other duties as may be required by the Commissioners.

Section 4. Executive Director. The Executive Director shall be secretary and treasurer of the Authority. He or she shall also be the chief administrative officer of the Authority and shall direct, manage and supervise the Authority's administrative operation and technical activities in accordance with and subject to the direction of the Authority.

The Executive Director shall (a) keep the minutes of the meetings of the Authority in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as otherwise required by law; (c) be custodian of the records of the Authority; and, (d) keep in safe custody the seal of the Authority and shall

have power to affix such seal to all contracts and instruments authorized to be executed by the Authority; and, (e) in general, perform all duties incident to the duties of the Secretary.

The Executive Director shall have the care and custody of all funds of the Authority. Such funds shall be deposited in the manner provided by law in the name of the Authority in such banks as the Authority may designate by resolution. The Executive Director, by original signature or authorized facsimile, shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairperson. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting, an account of his or her transactions and also of the financial condition of the Authority. He or she shall give such bond for the faithful performance of his or her duties as the Authority may determine, and the cost thereof shall be paid by the Authority.

The Executive Director is not a Commissioner of the Authority and has no power to vote on any matters which may come before the Authority.

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as the Authority shall prescribe by these By-Laws or by resolutions which it shall from time to time adopt.

Section 6. Election or Appointment. The Chairperson and Vice-Chairperson shall be elected from among the Commissioners of the Authority at the first meeting of the Authority and thereafter at the first meeting of the Authority held in the month of May in each calendar year and shall hold office until the next succeeding first day of June, or until their successors are elected and qualified. The Executive Director shall be appointed by the Authority. In the absence of the Executive Director, a Deputy Director, appointed by the Executive Director, shall assume the duties of the Executive Director. No Commissioners of the Authority shall be eligible for the offices of Executive Director or Deputy Director.

Section 7. Vacancies. Should the offices of Chairperson or Vice-Chairperson become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

### ARTICLE III - MEETINGS

Section 1. Regular Meetings. The Authority may provide, by resolution, the time and place, for the holding of regular meetings. Such meetings will be held at least monthly and at a uniform time.

Section 2. Special Meetings. Special meetings of the Authority for the purpose of transacting designated business may be called by or at the request of the Chairperson or Secretary or any four Commissioners. Notice of a special meeting shall be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting.

Section 3. Notice of Meetings. Notice of any regular or special meeting shall be given in accordance with subchapter IV, Chapter 19 of the Wisconsin Statutes, Open Meetings of Governmental Bodies.

Section 4. Quorum. The majority of the number of Commissioners of the Authority shall constitute a quorum for the transaction of any business at a meeting of the Authority, but a majority of the Commissioners present, if less than such quorum, may adjourn the meeting to some other time or until a quorum is present.

Section 5. Order of Business - Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall be as follows:

- (a) Roll Call.
- (b) Scheduled Hearings.
- (c) Approval of Agenda.
- (d) Approval of the Minutes of the Previous Meeting(s).
- (e) Reports.
- (f) Unfinished, New and Miscellaneous Business.

Section 6. Voting. The act of the majority of the Commissioners present at a meeting at which a quorum is present shall be the act of the Commissioners, unless the act of a greater number is required by law or these By-Laws. Voting on all questions coming before the Authority shall be by voice and shall not be recorded by "yeas" and "nays" unless requested by a member of the Authority or otherwise required by law.

Section 7. Parliamentary Procedure. Robert's Rules of Order, Revised, shall govern the conduct of all meetings of the Authority except where the same shall be in conflict with law or these By-Laws.

#### ARTICLE IV - COMMITTEES

Section 1. Committees. The Authority may establish by resolution committees to review certain matters or issues which come before the Authority from time to time. Such committees shall be created, and the membership appointed, for purpose of study and review of such matters or issues. Such committees shall have no authority to act except to report the matters and issues back to the entire Authority with recommendations for appropriate action to be taken by the entire Authority.

Section 2. Committee of the Whole. Any Commissioner of the Authority may move to go into a Committee of the Whole to consider and report on any matter pending before the Authority. The Vice-Chairperson of the Authority shall preside as chairman of the committee. The committee shall consider any matter referred to it by the Authority and report and make recommendations thereon to the Authority.

#### ARTICLE V - AMENDMENTS

The By-Laws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular or special meeting. Adoption of an amendment shall be by a two-thirds vote of the members of the Authority.

#### ARTICLE VI - MISCELLANEOUS

Section 1. Suspension of Rules. The Authority by unanimous vote may suspend any of its rules or By-Laws except as otherwise provided under applicable provisions of the Wisconsin Statutes.



## CERTIFICATION

This is to certify that the foregoing are true and correct copies of Resolution No. 1 and By-Laws, as adopted by the Community Development Authority of the City of West Allis at the first meeting held on November 9, 1989.

COMMUNITY DEVELOPMENT AUTHORITY

By: John F. Stibal  
( John F. Stibal )

G0016.1-5 /11/10/89

ORDINANCE NO. O-2014-0015

An Ordinance to Amend Section 2.53 of the West Allis Revised Municipal Code to Update the Statutory References and to Create Subsection 2.53(12) Relating to Appeals of Community Development Authority Decisions.

By Safety and Development Committee

The Common Council of the City of West Allis do ordain as follows:

PART I. Section 2.53 of the Revised Municipal Code of the City of West Allis is hereby amended to read:

2.53 COMMUNITY DEVELOPMENT AUTHORITY.

(1) Authority. Section 66.1335 of the Wisconsin Statutes authorizes the Common Council to adopt an ordinance creating a Housing and Community Development Authority.

(2) Findings and Declarations. The findings and declarations made in sections 66.1201, 66.1331, 66.1333, and 66.1337 of the Wisconsin Statutes, are in all respects adopted, restated and incorporated herein; there exists a need for blight elimination, slum clearance, urban renewal and community development programs and projects and housing projects in the City; a Housing and Community Development Authority, functioning within the City, constitutes an effective and efficient means for preventing and eliminating slums in blighted areas and preventing the reoccurrence thereof and for the elimination of unsanitary or unsafe inhabited dwelling accommodations and to provide safe and sanitary dwelling accommodations for persons of low income; and, the necessity for said Authority is hereby declared as a matter of legislative determination.

(3) Creation. Pursuant to section 66.1335 of the Wisconsin Statutes, there is hereby created the Housing and Community Development Authority, as a separate body politic, for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects; which Authority shall be known as the "Community Development Authority of the City of West Allis."

(4) Termination of Housing Authority. The Housing Authority of the City of West Allis created under former section 66.40 of the Wisconsin Statutes, and operating in the City is terminated and all powers, duties and functions set out in section 66.1201 of the Wisconsin Statutes, for housing authorities are hereby vested in the Community Development Authority.

(5) Exclusive Authority. The Community Development Authority shall have the exclusive power to proceed to carry on blight elimination, slum clearance and urban renewal projects in the City of West Allis, except that the City may apply, accept and contract for federal grants, advances and loans under the Housing and Community Development Act of 1974 C.P.L. 93-383.

(6) Commissioners. The Mayor shall, with the confirmation of a majority vote of the Common Council, appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as Commissioners of the Community Development Authority. [Ordinance O-2003-0025, 3/4/2003]

(a) Two (2) of the Commissioners shall be members of the Common Council and shall serve during their term of office as Council members.

(b) The first appointments of the five (5) non-Council members shall be for the following terms: two (2) for one year and one each for terms of two (2), three (3) and four (4) years. Thereafter, the terms of non-Council members shall be four (4) years and until their successors are appointed and qualified.

(c) Vacancies shall be filled for the unexpired term as provided in this subsection.

(d) Commissioners shall be reimbursed their actual and necessary expenses, including local travel expenses incurred in the discharge of their duties.

(7) Powers and Duties.

(a) The Community Development Authority shall have all powers, duties and functions set out in sections 66.1201 and 66.1335 of the Wisconsin Statutes for housing and redevelopment authorities and, as to all housing projects initiated by the Community Development Authority, it shall proceed under section 66.1201 of the Wisconsin Statutes, and as to all projects relating to blight elimination, slum clearance, urban renewal, and redevelopment programs, it shall proceed under sections 66.1105, 66.1301 to 66.1327, 66.1331, 66.1333, or 66.1337 of the Wisconsin Statutes, as determined appropriate by the Common Council on a project by project basis.

(b) The Community Development Authority shall act as the agent of the City in planning and carrying out community development programs and activities approved by the Mayor and Common Council under the Federal Housing and Community Development Act of 1974. As to all community development programs and activities undertaken by the City under the Federal Housing and Community Development Act of 1974, the Community Development Authority shall proceed under all applicable laws and ordinances not inconsistent with the laws of this State.

(c) The Community Development Authority shall act as agent of the City to perform all acts, except the development of the general plan of the City which may be otherwise performed by the Plan Commission under sections 66.1105, 66.1301 to 66.1327, 66.1331, or 66.1337 of the Wisconsin Statutes.

(8) Tax exemption. Bonds issued on or after January 28, 1987, by the Community Development Authority, are declared, pursuant to section 66.1335(5m) of the Wisconsin Statutes, to be issued for an essential public and governmental purpose and to be public instrumentalities and, together with interest thereon and income therefrom, are exempt from taxes.

(9) Controlling Law. The powers conferred under this section shall be in addition and supplemental to the powers conferred by any other law or ordinance. Insofar as this section is inconsistent with any other law, this section shall control.

(10) Construction. This section shall be construed liberally to effect its purposes and the enumeration of specific powers herein does not restrict the meaning of any general grant of power contained in this section nor does it exclude other powers comprehended in such general grant, as provided in section 66.1335(7) of the Wisconsin Statutes.

(11) Severability. If any provision of this section or any provision of any rule or regulation lawfully promulgated hereunder or any application of this section or rule or regulation promulgated hereunder to any person, firm or corporation or circumstances is held invalid or inoperative, such invalidity or inoperativeness shall not affect other provisions or applications of this section or rules or regulations. The Common Council hereby declares the provisions of this section and all rules and regulations promulgated hereunder are severable.

PART II. Subsection 2.53(12) of the Revised Municipal Code of the City of West Allis is hereby created to read:

#### 2.53 COMMUNITY DEVELOPMENT AUTHORITY.

\* \* \*

(12) Appeal. The determination of any staff member of the Community Development Authority may be appealed to the Community Development Authority within 30 days of the determination. Decisions of the Community Development Authority are final and shall not be appealed except to circuit court pursuant to the provisions of section 68.13 of the Wisconsin Statutes.

PART III. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART IV. This ordinance shall take effect and be in force from and after its passage and publication.

PASSED: February 18, 2014

/s/ Paul M. Ziehler

City Administrative Officer

Clerk/Treasurer

APPROVED: February 21, 2014

/s/ Dan Devine, Mayor

Published: March 6, 2014

## Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

12/02/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

BF

State Use Only:

6. Date Received by State:

7. State Application Identifier:

### 8. APPLICANT INFORMATION:

\* a. Legal Name:

Community Development Authority of City of West Allis

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

0761455800000

### d. Address:

\* Street1:

City Hall, Dept. of Development

Street2:

7525 W. Greenfield Avenue

\* City:

West Allis

County/Parish:

Milwaukee

\* State:

WI: Wisconsin

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

53214-4648

### e. Organizational Unit:

Department Name:

Department of Development

Division Name:

Community Development

### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

\* First Name:

Patrick

Middle Name:

M

\* Last Name:

Schloss

Suffix:

Title:

Community Development Manager

Organizational Affiliation:

\* Telephone Number:

414-302-8468

Fax Number:

414-302-8401

\* Email:

pschloss@westalliswi.gov

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

Development Authority

### \* 10. Name of Federal Agency:

Environmental Protection Agency

### 11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

### \* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-19-05

\* Title:

FY20 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Community Development Authority of City of West Allis Brownfield Assessment Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="300,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed: